SEARCHING FOR INTERNSHIPS & JOBS

IMPRESSING RECRUITERS

It isn’t easy to impress the recruiters who visit The Ohio State University campus. They are very particular about who they hire and they usually have the luxury of choosing from a large pool of great candidates. Your success in a screening interview will depend largely upon the strength of your preparation. The following tips should be helpful.

Tip #1: Have a clear job objective that makes sense in the context of the available opportunity.
♦ Schedule an appointment with CFAES or ANSCI Career Services to brainstorm about your objective.
♦ Visit with alumni or other members of your career network who are employed in areas related to your career interest.

Tip #2: Research the employer and position thoroughly.
♦ If applicable, review the materials on Hire a Buckeye or through their company website. These resources will provide you with access to recruiter contacts, dates, positions and requirements, in addition to other detailed information.
♦ Find and review employer Web sites.
♦ Talk to graduates who work for the employer.
♦ Attend any on-campus reception or information session offered by the employer.

Tip #3: Thoroughly research the field or industry.
♦ Conduct informational interviews with other companies and professors.
♦ Ask Career Services staff for particular industry statistics, etc.

Tip #4: Know your strengths and have examples ready.
♦ Read and complete the Top 10 Reasons to Hire Me ready reference.
♦ Organize examples of your work into a portfolio that showcases your capabilities.
♦ Visit the Career Connection on campus. You may benefit from taking interest indicator quizzes like the Discover test to further assess how your own abilities, strengths and weaknesses will fit into a particular career.

Tip #5: Submit a great résumé.
♦ Read all of the résumé ready references.
♦ Attend a resume workshop or schedule an appointment with Career Services to have a review.

Tip #6: Develop and practice your interviewing skills.
♦ Participate in mock interviews.
♦ Review the Interviewing ready references.
♦ For additional interview skill suggestions, consult the reference literature in the Student Success Center.
♦ Take a speaking/speech course above the requirements to graduate.

Tip #7: Dress the part.
♦ Review the Interviewing ready references.
♦ If you have questions about appropriate attire, ask!

Tip #8: Show enthusiasm, poise, confidence and sincerity!